

417TH BASE SUPPORT BATTALION



TRANSPORTATION MOTOR POOL STANDARD OPERATING PROCEDURE (SOP)



FY 2005 Edition

**DEPARTMENT OF THE ARMY
417TH BASE SUPPORT BATTALION
UNIT 26137
APO AE 09031**

AETV-WG-WKC (58)

FY 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 417th Base Support Battalion (BSB) Transportation Motor Pool (TMP)
Standing Operating Procedures (SOP)

1. GENERAL:

a. This SOP establishes policy and procedures which apply to routine Non-Tactical Vehicle (NTV) operational and administrative support provided by the 417th BSB. It will be used to standardize, simplify, and expedite operations. It will also provide for the rapid orientation of new personnel.

b. This SOP applies to all units/activities who operate NTVs dispatched by the 417th BSB DOL/TMP and is designed to assist all units/activities who require TMP support. It is a vital reference tool, which consolidates those DOD, DA, USAREUR, and ASG directives which Commanders; Transportation Coordinators need to be aware of when receiving support from TMP.

c. Commanders, Directors and Supervisors are responsible for the implementation, procedural administration, and enforcement of this SOP.

d. Procedures in this SOP are applicable to Soldiers and civilian personnel, to include appropriated/non-appropriated fund and local national (LN) employees, who operate NTVs.

e. This SOP is divided into chapters and may be revised based on changes in regulatory guidance. All SOP updates will be distributed to commanders and Transportation Coordinators. They may also be obtained from TMP.

2. OBJECTIVES:

a. To inform all units/activities within the 417th BSB area of the necessary procedures and policies involved in obtaining all types of TMP support and 417th BSB NTV accident prevention program.

b. To ensure all NTV users understand their responsibilities in properly operating and maintaining assigned NTVs for their use.

c. To support all feasible official administrative military missions in the most responsible, efficient, and cost effective manner possible.

PETER M.E. ZECHOW
Transportation Operation Officer

DISTRIBUTION:
Commanders
Unit Transportation Coordinator

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CHAPTER 1 ORGANIZATION

1. TMP is organized as an activity within the Directorate of Logistics, under the Commander, 417th Base Support Battalion, Kitzingen. Management, control and technical supervision rests with the BSB Transportation Officer. Direct supervision over all phases of the TMP operation is a responsibility of the Transportation Operations Officer or his representative. His responsibilities include administration, operation, supply and inspection of all vehicles assigned to the TMP. He works directly under the BSB Transportation Officer.

2. The TMPs operation hours are as follows:

Dispatcher Office: Monday - Friday 0600 - 1700 Hrs
Closed German and American Holidays
unless otherwise stated

Admin Office: Monday - Thursday 0730 - 1200 & 1230 - 1600 Hrs
Friday 0730 - 1200 & 1230 - 1600 Hrs

3. The TMPs address, office location and telephone numbers:

a. APO address: Transportation Motor Pool Wuerzburg
417th Base Support Battalion
Unit 26137
APO AE 09244

Civilian address: Transportation Motor Pool
Leighton Barracks, Gebaeude # 47
97074 Wuerzburg

b. Location: # 47 Leighton Barracks, Wuerzburg

c. Telephone numbers:

Chief, TMP	350-7319/1800
Transportation Assistant	350-7319/1800
Supply/POL Clerk	350-7319/1800
Dispatch Office	350-1800/6185
Transportation Operation Specialist	350-7368
Vehicle Inspector/Lawn Movers	350-1800/6185
FAX	350-6402

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CHAPTER 2 TRANSPORTATION COORDINATOR

1. All units/activities receiving transportation support from TMP must appoint a Primary and Alternate Transportation Coordinator in writing on a memorandum to serve as the liaison between the TMP and the using unit/activity (see TAB A). Transportation Coordinators should be of the grade E-6 or above and have a working knowledge of all routine transportation requirements of their unit. They should familiarize themselves with TMP policies and procedures outlined in this SOP and disseminate necessary information to other unit personnel (i.e., commander, NTV operators). Transportation Coordinators should review, coordinate and consolidate all unit requirements to include:

- a. Transportation Requests (TAB A).
- b. Recurring dispatch NTV justifications.
- c. Appointments for unit road testing and bus driver training.

2. Information required for Primary and Alternate Transportation Coordinators:

- a. Unit/activity and telephone number.
- b. Name and rank, Email Address
- c. Social Security Number.
- d. Commander's signature.

3. TMP will only accept Transportation Requests signed by the unit's appointed Transportation Coordinator or appointed Alternate Transportation Coordinator.

CHAPTER 3 OFFICIAL USE POLICY

1. The use of NTVs shall be restricted to official purposes only. Unofficial use of military vehicles is strictly prohibited and will not be tolerated. Official use constitutes travel, which is essential to successful completion of the military mission and consistent with the purpose for which the vehicle was acquired. Determination of whether a particular use is for official purposes is a matter of administrative discretion to be exercised by the BSB Commander. The official user of the vehicle (senior occupant) is responsible for its safe and proper operation while it is dispatched and until it is released from his responsibility by the proper notation on the Motor Equipment Utilization Report.

2. Even though transportation support is authorized, regulations may require that the user provide reimbursement for the transportation support. The following uses are authorized for military vehicles:

- a. Transportation required for any official business.
- b. Support of individual obligations (e.g., Finance PAC, medical/dental appointments).
- c. Transportation for military and civilian personnel officially participating in public ceremonies, parades, and military field demonstration, or for functions related to the user's position as opposed to his person (e.g., the Commander attending a German/American reception).
- d. Transportation for authorized group activities when the BSB Commander decides that failure to do so would have an adverse effect on the morale of the service members (i.e., athletic teams representing the community and MWR programs). Service cannot be provided to the exclusion of mission needs. Using an NTV to take family members to training sites may be authorized. The purpose of the trip must be more than socializing. There should be a formal program developed for the trip to make it clear that the purpose of the visit is to help the family members understand the training purpose of the sponsor's mission in the field.
- e. Transportation to charitable, welfare functions having an impact on US personnel welfare and morale and/or functions embellishing the US image in the eyes of the host nation is considered official business. Military spouses may be provided transportation to attend these activities (i.e., Kinderheim sponsorship and Red Cross Volunteer duty.)
- f. Transportation for enlisted personnel between troop billets (not family housing or BEQ) and work areas.

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g. Transportation may be provided between lodgings and duty stations for personnel on temporary duty when public or commercial facilities are inadequate or nonexistent. The temporary duty status of an individual does not necessarily justify the furnishing of transportation by DOD motor vehicles. Use of military vehicles in such cases shall always be predicated on need, distance involved, and other conditions, which justify their use. When an adequate military bus system is in operation, the use of any individual motor vehicle is prohibited.

3. Military vehicles will not be used for:

a. Domicile to duty unless specifically approved by the Department of the Army. Military vehicles are not authorized for transporting personnel over all or any part of the route between their domicile and places of employment. This includes taking a military vehicle home to "pick up a military person or item". USAREUR guidance states that providing an NTV to take officers routinely from their quarters to a unit hail and farewell may be perceived as violating the "domicile-to-duty" prohibition. Accordingly, the practice should be avoided. A "gathering site" may not be used as a subterfuge to avoid the prohibition.

b. Transportation when the justification is based on reasons of rank, prestige, or personal convenience. There is no authority for providing an NTV to private organizations to go on shopping trips.

c. Transportation to, from, or between locations for the purpose of conducting personal business or engaging in other activities of a personal nature. Travel to or from an AAFES facility, commissary, civilian eating establishment, civilian stores, or to any economy/government housing is assumed to be for personal business.

d. NTVs will not be used in tactical/field operations, in off-road operations or on unimproved dirt roads, except for those vehicles specifically designated for transition to war.

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CHAPTER 4 TYPES OF NTV SUPPORT

1. On-call Dispatch (Class C):

a. This service is for units/activities who require an NTV for a short period of time, usually not longer than one duty day. The Transportation Coordinator will request this type of support for the unit with a Transportation Request, AETV Form 141-R. Blocks one through ten must be completed.

b. Request for NTVs will be submitted in duplicate at least three working days prior to the date support is required. Request for bus support will be submitted a minimum of ten (10) calendar days before the date needed. Telephonic request will not be accepted, except in emergency situation and must be followed up by a written request prior to the vehicle being dispatched or as soon as possible. Request of the same priority will be approved on a first come, first served basis. The TMP will make a telephonic confirmation or denial of the request as soon as possible, but not later than one (1) day prior to the date the NTV support is needed (three days prior for bus support). The request can be emailed to: *arthur.ort@cmtymail.98asg.army.mil*

c. Taxi service is not available.

2. NTV - Recurring Dispatch (Class B):

a. This type of NTV support is on a monthly basis. The Unit Transportation Coordinator (UTC) will collect the dispatches on assigned vehicles from the previous month. By entering the Corporate Fleet Management System (CFMS) webpage the UTC is required to provide the current odometer reading and the days driven, upon completion a hard copy of the new monthly dispatch can be printed. The CFMS system has a 10 day window to accomplish this mission. The monthly NTV dispatch are reviewed monthly as a minimum by the Transportation Operation Officer. The NTV allocations are decided based on justifications submitted by the unit/activity Transportation Coordinator. Valid justifications substantiate the TMP fleet, as well as provide the documentation necessary to request an increase to the TMP Table of Distribution and Allowances. By regulation, USAREUR goal is to have no more than 50 % of the NTV fleet on recurring dispatch.

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b. A request for Class B, recurring dispatch, must be submitted for each vehicle required. Request must be separately justified. Copied justifications will be returned to the unit/activity for clarification and proper documentation. Request will be as detailed as possible, using the form shown in TAB B, available from TMP. Request must reference any regulation, support agreement, or other documentation that directs NTV support. A copy of the reference should be attached to the request. Justification must be submitted annually at the date specified by special announcement (usual by mid December).

c. Recurring dispatches are subject to review by the TO for proper utilization. Proper utilization includes using the vehicle for official business on available work days, keeping the vehicle clean inside and out, and ensuring that the vehicle is turned in for scheduled services on time.

3. Annual Mileage Allocation:

a. IAW USAREUR policy each unit will receive a mileage allocation each fiscal year which will be based on the units historical mileage accumulation. All trips by this unit with assigned NTVs and vehicles from the general dispatch fleet will be charged against this allocation.

b. TMP will provide unit commanders with a monthly update and will ask units to return NTVs to the TMP if mileage allocation is exceeded. Unit commanders and Transportation Coordinators are responsible to monitor and manage mileage and take appropriate actions when necessary (consolidate trips, cancel unnecessary runs, enforce official use only, etc.).

4. Vehicle Rotation:

a. The International Fleet Management Service (IFMS) may periodically rotate vehicles to assure equitable mileage accumulation of all types of vehicles by year group, regardless of the type of dispatch. Rotation will be at the discretion of the TMP supervisory personnel IAW DA, USAREUR, ASG and IFMS standards.

b. All vehicles will be examined by accumulated mileage, year, group and degree of use. Normally, vehicles within 33% of the average mileage for a particular type and year will not be rotated. Rotation will be executed by the Transportation Operation Assistant throughout the year, but primarily after compiling quarterly statistics.

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c. The following vehicles will be evaluated separately from the general NTV fleet due to special equipment, markings or mission considerations:

- (1) Special painted or equipped vehicles.
- (2) Military Police and MPI vehicles.
- (3) Emergency vehicles.
- (4) Fuel trucks.

d. The Transportation Operation Specialist will coordinate rotation between pairs of vehicles at a mutually convenient time. Rotation may also occur incident to maintenance or daily dispatch procedures. Activities whose use of a vehicle is significantly above or below average can expect to be targeted for vehicle rotation more often than users who accumulate mileage close to the norm for that vehicle each quarter.

5. Military Bus Support Priorities:

- a. Support of community scheduled activities bus service.
- b. Events designated by the BSB Commander (i.e., troop movements, change of command, parade).
- c. Support of military athletic teams representing the entire 417th BSB.
- d. Support of unit sponsored morale, welfare, religious and recreational activities designed for the primary purpose of military member involvement.
- e. Support of community organizations (not prioritized):

6. Rhein Main Travel Policy:

a. If you are a valid ID Card holder, active duty, retired, or family member, you can ride the commercial bus provided by the Replacement Detachment. You must have your ID Card in your possession when boarding the bus at the scheduled time. Passage on the bus is on a space available basis; however, there is almost always room.

b. Passenger priority is given first to personnel on PCS and emergency leave, second to new replacement personnel arriving in country, then to all others as space is available. Questions concerning the schedule and operation of the bus can be directed to the 64th Replacement Detachment, DSN 330-7414/7418/7419.

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c. NTVs are not authorized to be used for transportation to and from airports in conjunction with PCS/ETS or TDY travel.

7. Scheduled Activity Bus Service:

a. Scheduled activity (shuttle bus) service is limited to official business travel between offices and work sites only during normal duty hours (current schedule enclosed, see TAB F-1).

b. Military and civilian employees on official business have priority. Family members can ride on a space available basis. Due to safety requirements no passengers can remain standing. When a bus becomes overcrowded, all riders not on official business will be asked to leave the bus. Also, bulky items such as bicycles or strollers and pets cannot be transported.

CHAPTER 5 COMMERCIAL VEHICLE SUPPORT

1. Leased Vehicles:

a. The leasing of commercial vehicles, when approved, is a viable alternative when dealing with NTV shortages or temporary peak demands. Since leasing is an expensive alternative, approval will be given only as a last resort. Instead, the ASG is considering supporting peak NTV requirements with vehicles that show a poor utilization rate. It is therefore essential for all units/activities to fully utilize assigned NTVs before requesting additional support.

b. When units do require additional NTV support, and there are no vehicles available at TMP, the unit must justify in detail why the NTV is needed and why NTVs already assigned to the unit cannot fulfill the additional mission.

c. This request to TMP includes:

(1) The requesting unit/activity.

(2) The number and type of NTVs requested.

(3) Estimated number of passengers that require transportation and/or description of cargo (height, width, length, total weight).

(4) Time period that transportation is required.

(5) Impact if additional NTV transportation is not provided.

(6) Certification of the agency/BSB/unit that internal redistribution of assets or use of reimbursable commercial transportation has been considered.

(7) Explanation of why options are not practical nor sufficient to satisfy transportation requirements.

(8) Availability and source of funds if leasing of NTV is necessary (PR&C).

(9) Other appropriate/relevant information that details the need of additional NTV transportation. If this is classified data having an impact on transportation requirements, forward separately.

d. TMP will forward all requests for leasing commercial vehicles to the ASG for their decision. Long term leases over 180 days will be forwarded to USAREUR for approval.

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e. Requests for NTV supporting major corps/divisional/brigade exercises will be consolidated at division/separate brigade level and submitted 120 days prior to date required. All other individual requests for NTV support of training requirements (i.e., ARTEP, tank gunnery) will arrive NLT 70 days prior to date required.

f. **Leasing** in lieu of tactical vehicles requires HQ DA approval and is not **encouraged**. The NTVs are not to be used in tactical vehicle roles. Tactical vehicle shortages due to excessive NMCM/NMCS rates or insufficient TOE/MTOE authorizations/fills must be addressed to G-4 V Corps through staff/command channels.

g. Vehicles furnished under contract assume the status of government NTVs at the time they are accepted from the contractor. The vehicles will only be operated by individuals in possession of a military vehicle operator permit, valid for the type of vehicle being driven and require the same dispatch procedures as regular nontactical vehicles.

2. Commercially Contracted Buses:

a. If the TMP must disapprove a unit bus request due to nonavailability of assets or higher priority missions, the unit may request commercial bus support through their higher headquarters through Movement Control Company (MCC). This section is located next to the Transportation Motor Pool, Leighton Barracks, DSN 350-7259. The proper channels to request this support depend on the purpose for which the bus is to be used and funding available.

b. 1ID units obtain a statement of nonavailability on the Transportation Request from TMP. The unit submits this as a commercial bus request to the Division Transportation Officer (DTO) at least 21 days prior to the date required.

c. Non-divisional units obtain a statement of nonavailability on the Transportation Request from TMP. The unit submits this as a commercial bus request to their S-4 in order to obtain a "fund cite". After the fund cite is obtained, the paperwork is taken Movement Control Company at least two weeks prior to the date required.

d. The statement of nonavailability stamped on the Transportation Request appears as follows:

DISAPPROVED DATE

NO VEHICLE AVAILABLE

SIGNATURE

CHAPTER 6 DISPATCHING PROCEDURES

1. General:

a. Hours of operation are 0600-1700 Monday - Friday, closed on German and American holidays.

b. All vehicles will be dispatched on a Motor Equipment Utilization Record, and Maintenance Worksheet, issued by TMP (see TAB C). After transcribing the necessary information to historical records, Motor Equipment Utilization Reports will be destroyed, unless it is required to operate a vehicle each separate calendar date. Therefore, for extended dispatch one dispatch is picked up when the vehicle is released from TMP. After 30 days, the new dispatch is started and the old one closed out.

d. When picking up the vehicle, the operator will report to the dispatcher, obtain both forms, the vehicle keys, and present an SF 46 or OF 346, Vehicle Operator Identification Card, validated for the type of equipment to be driven. The motor pool supervisor is the final judge of the qualifications of a driver to operate a vehicle belonging to TMP. Vehicles shall not be dispatched to operators who are under the influence of drugs/alcohol. Operators of military vehicles are not authorized to consume alcoholic beverages during their tour of duty, or within 6 hours prior to reporting for duty.

e. Commanders/Transportation Coordinators are responsible for ensuring that NTVs assigned to their unit are properly dispatched. The NTVs on recurring Class B dispatch will show a valid dispatch for each possible utilization day. Vehicles not returned for dispatch on the day required will be considered "idle" that day and will be subject to being pulled from the using activity.

2. Motor Equipment Utilization Report:

Operators and Transportation Coordinators must pay particular attention to the following details:

a. Operators may need to be changed after the equipment is dispatched. The new operator will log out/in time, ending odometer, last and first name, drivers initial, destination traveled.

b. "Report To:" The TMP prints the name of the person to whom the operator is to report. Give the rank, last name, and individual's unit. This person will be responsible for the equipment when in use (normally the appointed Transportation Coordinator).

3. Extended Dispatches:

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Extended dispatches are dispatches to 30 Day's. The Transportation Coordinator will be in control of the vehicle. The Transportation Coordinator will ensure the NTVs are returned to TMP for scheduled maintenance as required.

4. Travel Outside Germany:

Travel with an NTV outside of Germany must be approved by the 98th ASG. The user will submit a memorandum indicating the vehicle number, driver name, rank, POC, destination, purpose of trip, days outside Germany and stating that the unit will bear all costs in case of an accident. Upon receipt of the memorandum the Transportation Motorpool will obtain a control number from the 98th ASG, Directorate of Logistics.

5. Fuel:

- a. TMP POL stations are located as listed below:

PRIMARY:

Wuerzburg, Leighton Barracks, Bldg. T95 (TMP Parking lot area)

ALTERNATE:

Kitzingen, Harvey Barracks, Bldg. 2203

Giebelstadt AB, Bldg. 555

Encoded fuel keys can be used when computerized fuel pumps are available/operational.

- b. FUEL AND OTHER PETROLEUM PRODUCTS: Fuel and other petroleum products will be obtained from the Army on a reimbursable basis by IFMS. Each vehicle is assigned a fuel-key to access the military fuel system. This key is not to be used to fuel other vehicles, spare gas tanks or lawn mowers, etc. Any misuse of the automated fuel system (gas station) may be pursued by military authorities and individuals may be held liable.

For other equipment than NTV's (ie. Lawnmower equipment, portable Heaters etc.) will only be provided by the TMP. Please coordinate for appointment 350-6162/1800. Remember - gas cans have to meet safety regulation. Giebelstadt and Kitzingen communities should request special fuel key from Commander, 200th TAMMC, Bamberg (DSN 469-7877). For assistants or additional information please contact TMP.

Unit commanders are required to turn in keys for deactivation once a vehicle is disposed of.

- c. Military coupons for gasoline or diesel can be obtained whenever an NTV is dispatched beyond the range of the fuel tank capacity. Fuel coupons be picked up 0730-1530 Monday through Friday, except American and German Holidays. Therefore coupons and dispatch may need to be obtained prior to the day for which the dispatch

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is issued. Esso fuel coupons can be issued only to designated NTVs requiring Esso fuel to prevent engine damage. The Esso coupons are only good at Esso Stations or AAFES stations in the Federal Republic of Germany.

(1) Coupon Issue. The designated driver of the vehicle takes the dispatch to the TMP supply clerk with a memorandum requesting the amount of fuel and the destination of the trip. TMP supply clerk fills out AE Form 710-2A-R in duplicate (see TAB C). The driver verifies information on AE Form 710-2A-R and the number of coupons issued. The driver signs AE Form 710-2A-R. The supply clerk gives the driver one copy and fuel coupons. Fuel coupons not transferable.

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(2) Coupon Use. The fuel coupon is filled out only after fuel is received. Coupons that are filled out prior are not usable. Drivers with military USAREUR fuel coupons must ensure that the attendant stamps or signs the AE Form 710-2A-R with the station's official stamp. Otherwise the fuel is considered unaccountable by the TMP.

(3) Coupon Completion. Driver complete AE Form 710-2A-R with miles/km driven. Driver returns completed AE Form 710-2A-R and any unused coupons within 7 days of issue or NLT the date indicated. Failure to return coupons to TMP by date indicated will result in statement of charges or report of survey action against the driver. Driver may return coupons only to the TMP supply clerk or the TMP fleet manager. Coupons may not be returned to dispatcher nor left in the overnight dispatch/key drop box.

d. Fuel conservation is the responsibility of all Commanders, Transportation Coordinators and NTV operators.

(1) Planning. Schedule vehicles according to the load they will carry (i.e., a panel instead of a heavy truck for light load, if available). Do not carry unnecessary weight. An extra 200 pounds lowers gas mileage as much as one mile per gallon. Use mass transportation systems (i.e., scheduled activity bus) whenever possible. Plan time and route of your trips to avoid rush hours and congested traffic. Slow driving with frequent starts and stops wastes fuel. Combine several short trips into one longer trip. During first mile or two in a cold car, you get only 30 to 40 percent of the mileage you will get when the engine is warm. Save trips by locating what you need by phone.

(2) Driving. Engine idling is unnecessary, wastes energy and creates air pollution. If you stop more than one minute, turn off the engine. Obey NTV speed limits. Ensure that cargo carrying vehicles are loaded within their weight limitations and that the weight is evenly distributed.

(3) Maintenance. Watch for potential energy wasting malfunctions. The appropriate operator corrective action will be in itself add to fuel conservation. Ensure that tires are properly inflated to meet designated tire pressure standards. Scheduled maintenance is also important. Do not be late.

CHAPTER 7 VEHICLE OPERATING PROCEDURES

1. Vehicle Operator Responsibilities and Duties:

It is essential that vehicle operators fully recognize and comply with the following:

a. Possessing a valid US Government Motor Vehicle Operator's Identification Card, SF Form 46 or OF 346.

b. Ensuring that a copy of SF Form 91, Accident Reporting Form are in the vehicle. These forms are used to report all pertinent information at the scene of an accident. The forms will be completed and turned in to the dispatcher prior to the driver being released from responsibility for a vehicle.

c. Accomplishing all before, during, and after operation checks as specified in Chapter 8.

d. Complying with all safety precautions, speed limits, and local traffic regulations unless specifically directed otherwise by a German police traffic officer or the Military Police.

e. Ensuring the security of the vehicle. Vehicles must be locked all the time when leaving the vehicle.

f. Ensuring the vehicle contains sufficient fuel for the trip. In those instances when a full tank of fuel may not be sufficient to perform the round trip, the operator must obtain fuel coupons from TMP prior to departure.

g. Ensuring that during the trip the Motor Equipment Utilization Report is continuously maintained for both on and off post dispatches, IAW DA Pam 738-750.

h. Recording all deficiencies properly on the Motor Equipment Utilization Report as they are detected.

i. Thoroughly cleaning the vehicle, both inside and out, prior to return to TMP. Vehicles on recurring dispatch or those not retained in TMP overnight will be cleaned before re-dispatch.

j. Ensuring all seat belts are serviceable and utilized by all persons riding in the vehicle.

k. Ensuring that spare tire, jack, first aid kit and warning triangle are on hand.

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2. Senior Occupant:

a. The senior ranking occupant in any vehicle is considered to be the senior occupant of that vehicle.

It is the responsibility of the senior occupant to ensure that the vehicle is operated in a safe manner and in compliance with applicable civil and military regulations/laws. At no time will the senior occupant direct the operator to violate any of the above unless directed to do so by proper civil or Military Police authority. If at any time the driver is instructed to operate a vehicle in any manner contrary to the instructions of this SOP, the driver will tactfully advise the senior occupant of the provisions of this SOP. If the senior occupant persists in his directions, the driver will comply, but will report full details of the incident to the dispatcher or the Transportation Officer as soon as possible.

3. Casual Driver:

Casual drivers are personnel who designate someone else to perform before, during, or after operation maintenance checks/services. The "casual driver" status will be approved by the unit Motor Transportation Officer or designated representative based on a particular need (i.e., a responsible and demanding position or special assignment). In such cases, the casual driver will be responsible for ensuring his designee completes the required services and the vehicle is in a safe and serviceable operating condition before, during, and after operation.

CHAPTER 8
DRIVER'S MAINTENANCE

1. Driver Operational Checks:

a. Vehicle operators are responsible for performing before, during, and after operation checks. This is vital since the operator must initial on the Motor Equipment Utilization Report, that the operator assumes full responsibility for the condition of the vehicle. EXAMPLE: A vehicle is dispatched for a 24 hour period and is driven by SGT Doe, then PFC Smith, and finally, SP4 Jones. Upon completion of the mission, SP4 Jones returns the vehicle to TMP. He notices a slight dent in the fender while doing his after operation checks. None of the drivers know how the dent occurred. Who is responsible? SP4 Jones, since he/she had initialed that he/she had performed the proper checks and had assumed control of the vehicle without reporting any fault.

b. Each operator shall initial on the provided checklist to indicate he/she has performed all of the below checks:

(1) At a minimum, drivers will make the following checks before starting or operating the vehicle each day. Conduct a walk-around inspection of the vehicle, looking for exterior or interior damage, loose or missing components, and cleanliness of the vehicle. Check oil, coolant, and battery fluid level. Fill fluid levels to required limits, if necessary. Check battery connections for tightness and corrosion. Clean and tighten as necessary. Visually check all tires to ensure they have proper air pressure, tread depth, and no breaks, cuts or cracks. This includes the spare tire. If there is any doubt that tires are correct, see the Maintenance Section for assistance. Ensure all windows and mirrors are clean and not cracked or broken. Ensure safety equipment is inside the vehicle (seat belts, first aid kit, warning triangle). Ensure all gauges are operational. Check vehicle lighting system, to include operational brake lights and hazard warning lights.

(2) Drivers will make the following checks during operations each day. Continuously check gauges for unusual readings and pay attention to unusual noises, vibrations, poor steering or other conditions, which may indicate a malfunction. Any vehicle running out of fuel may result in suspension or revocation of support to the unit concerned. Before departing for another destination, conduct walk-around inspection of the vehicle for damage that may have occurred while unattended at that location.

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(3) Drivers will perform the following after completion of the trip, but prior to turning in the Motor Equipment Utilization Report to the dispatch office. Wash the exterior. Carwash coupons can be obtained thru the Admin Section at the Transportation Motor Pool. Clean the interior of the vehicle to include emptying ashtrays and sweeping it out. Check for interior damage. Ensure vehicle is full of fuel. Check oil and coolant levels. Check tires and lights. Conduct a walk-around inspection for exterior damage. Ensure the vehicle is secure. Note any discrepancies found in vehicle condition or operation on the Motor Equipment Utilization Report.

(4) No smoking, eating, or drinking (non-alcoholic beverage) is allowed by operators or passengers. If you must, stop take a break, smoke, eat or drink and then continue with your mission. Alcoholic beverages and driving do **NOT** go together.

2. Scheduled Maintenance Services:

a. All NTVs must receive scheduled maintenance services. These are performed by or coordinated through the Transportation Motor Pool Maintenance Section. All services, including safety, lubrication, semiannual and annual, are critical to the safety and serviceability of the NTV. Scheduled maintenance service intervals depend on the type of NTV and the amount of mileage accumulated. Once a service is completed, the kilometer/mileage reading for the next service is annotated on the "service board" at the TMP.

b. Timeliness is critical. Commanders/Transportation Coordinators must ensure all NTVs are returned to the TMP for service within an allowable variance of 100 kilometers/miles, either before or after kilometer/mileage stated for service due. TMP personnel remind drivers of impending service deadlines with a notice on the Motor Equipment Utilization Report. Any NTV exceeding 100 kilometers/miles must be deadlined until the scheduled maintenance is complete. Late delivery for service is abuse of US Government property and may result in withdrawal of the vehicle for its return to the general dispatch fleet.

c. All NTVs must be thoroughly clean before turn-in for service.

CHAPTER 9 VEHICLE SECURITY AND SAFETY

1. Security Requirements:

The prescribed policy for the security of unattended NTVs is described below. Physical security of NTVs will be strictly enforced.

a. Removing ignition key and locking vehicle when left unattended at any time. The official user is responsible for vehicles parked overnight outside of TMP fence.

b. Tagging and identifying all ignition keys for each particular vehicle. The ignition keys shall be stored in a secured container which shall be located in a secure area and accessible only to those individuals designated by the unit Motor Transportation Officer/Transportation Coordinator. The key container shall be maintained in such a manner that keys can be easily and immediately identified by vehicle.

c. Ensure all keys pertaining to vehicles located in the vehicle park are secured through inventory of keys at the end of each duty day by the individual who maintains them.

d. All vehicles shall be secured at the end of the duty day. Check that all windows are shut (rolled up) and all doors are locked.

e. Parking vehicles only where authorized and not in quarters or billet areas nor at the domicile of the user. When government facilities are not available, commercial parking facilities may be used when authorized and where the safety and security of the vehicles can be assured.

2. Operational Safety:

a. Fire Safety.

(1) Smoking in NTVs is strictly prohibited. The NTVs are subject to being physically inspected for such violations. Reported violations will be subjected to adverse actions against the violator(s).

(2) Prior to returning a vehicle, operator will inspect the interior for trash and other discarded materials in conjunction with after operation maintenance. Particular attention shall be given to seats, corners, and upholstered areas where such material could be lodged unnoticed.

(3) Flammable materials shall not be transported in the interior of vehicles.

(4) Sawdust, wood shavings, or other combustible material will not be used for absorbing or removing oil or grease.

(5) All full-time fuel handlers employed by TMP will have in their possession a DD Form 1902, Certificate of Qualification, during all working hours. These employees are required to attend a fire and safety instructional course, given by 701st Maintenance Support Battalion. Temporary workers, or drivers, when handling POL products, will be supervised by an authorized fuel handler.

b. Traffic Safety.

(1) Obey traffic code, including watching for and obeying all signs and signals.

(2) Watch for pedestrians.

(3) Use common sense when passing - look well ahead.

(4) Slow down when there is rain, snow or ice.

(5) Adjust speed to road conditions. Posted speed limits are not always the safest.

(6) Keep vehicle under control. Expect the unexpected and be prepared to stop.

(7) Do not drive too fast when lights are dim or obscured.

(8) Never take a chance. Give the right-of-way.

3. NTV Operations During Inclement Weather:

a. In the BSB area the Military Police determine whether road conditions are green, amber or red.

(1) **Green.** Fair weather and road conditions exist. No restrictions.

(2) **Amber.** Bad weather and road conditions exist to the extent that the operation of motor vehicles necessitates moderate risk; (i.e., road surface have slush, icy roads are sanded, visibility is reduced, roads are slippery in places, heavy rain, freezing rain or sleet). NTVs may only be dispatched with appropriate unit/activity commander's approval, when he/she determine the trip is mission essential. Motor Equipment Utilization Report must be signed by the TMP dispatcher and marked as mission essential. If Motor Equipment Utilization Report cannot be approved by the dispatcher then the driver must telephonically request a "Mission Essential" control number from the TMP by calling 350-1800/6185

(3) **Red.** Condition of roads is hazardous to the extent that the operation of motor vehicles necessitates emergency risk; (i.e., roads are covered with ice and snow or slush, roads are extremely slippery). NTV's may only be dispatched with specific approval of the BSB Commander. Users in the grade of O-6 and above will be permitted to travel at their own discretion. A vehicle having a dispatch approved for red road conditions and signed by an O-6 is eligible to travel at the operators discretion. If the hazardous condition is the result of snow, all commercial design vehicles will be equipped with all weather tires.

b. AST personnel post color plaques at Kaserne gates to indicate road condition. The Military Police telephonically notify IMO personnel of the appropriate color code.

c. All military personnel authorized to drive NTVs will attend a Winter Driver Training Course annually, IAW USAREUR Reg 385-8. This training is to be conducted by the Unit Training Officer/NCO. For civilian personnel, the Safety Office is responsible to organize the Annual Winter Driver Training, which will be conducted by the Driver Testing Station.

4. Emergency Actions for Drivers:

a. If the NTV (IFMS) breaks down, the driver shall move the vehicle to the right side of the street or autobahn, if possible, and turn on the vehicle's warning lights.

(1) Set up the highway warning device 100 meters (or suitable distance) to the rear of the disabled vehicle.

(2) The driver shall walk to the nearest telephone and call the German Police or the nearest TMP.

(3) On German autobahns a direct line to the German Police is within 1 kilometer. If there is more than one person in the vehicle, one must stay with the vehicle. If alone, lock the vehicle before going to telephone.

(4) The following information must be given to the person you call in order to get help: your location including kilometer marker, direction of travel, type of vehicle, vehicle registration number, driver's unit and which TMP the vehicle is from, and general cause of breakdown, if known.

b. Emergency Service Procedures for all Vehicles:

a. When a vehicle breaks down, the driver shall move the vehicle to the right side at the road, street or autobahn, if possible turn on the warning/hazard lights on of the vehicle.

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b. Set up the warning device approximately 100 meters to the rear of the disabled NTV.

c. The driver shall walk to the nearest telephone and call the TMP Wuerzburg (during duty hours 0600 - 1700 hrs) DSN #350-1800/7368, Civ #0931-889-1800/7368 or Fire Control Center (after duty). DSN #350-7396, Civ #0931-889-7396.

d. On the German autobahn a direct line to the Police is within one (1) kilometer. If there is more than one (1) person in the NTV, one person **has to remain** with the vehicle. If there is only one person, lock and secure the vehicle before proceeding to a telephone.

e. The following information must be provided to the person you call in order to get help: Your location including kilometer marker, direction of travel, type of vehicle, registration number, drivers unit and where the vehicle is from, if known general cause of breakdown.

f. After calling the towing service, return immediately back to the vehicle and **wait** until the towing service arrives (approximately 30 - 60 minutes). You will turn over the car keys to the wrecker driver and don't forget to pick up your warning device.

The driver is required to return to his vehicle and wait until recovery service has arrived.

5. Accident Reporting

Every vehicle accident, regardless of how minor, shall be investigated by the Military Police / German Police and the TMP to determine circumstances and causes. SF 91 shown in TAB D, shall be filled out and submitted to the TMP Accident Clerk not later than the next duty day after the accident. The TO will determine if further investigation (i.e., Report of Survey) is necessary. It is the responsibility of the user's supervisor to ensure that all forms are properly completed and submitted on time.

CHAPTER 10 DRIVER TESTING STATION

1. Responsibilities:

a. The applicant's unit commander, or supervisor for civilians, will:

(1) Interview the applicant desiring a military license and will carefully screen his records to determine if he possesses the ability, judgment, and proper attitude to become a competent driver.

(2) Ensure the applicant has in his possession a DA Form 348, which is not dirty, torn, nor mutilated.

(3) Contact Driver Testing Station to establish an appointment for road testing the applicant, if necessary, (see TAB E).

b. Driver Testing Station will:

(1) Ensure that all requirements for POV or military testing and licensing are in accordance with all applicable regulations.

(2) Ensure that all applicants for POV/military license fulfill all the requirements for the respective license.

2. Military Testing:

a. All tests are standardized, IAW USAREUR Pam 190-34, Driver's Handbook and Examination Manual for Germany. Schedule of operation is in TAB E.

b. Applicant's for this test will be tested, IAW AR 385-55 w/USAREUR Suppl. 1, Safety; AR 600-55 w/ USAREUR Suppl. 1, Motor Vehicle Driver Selection, Testing and Licensing; USAREUR Pam 190-34, Driver's Handbook and Examination Manual for Germany; and 1st Infantry Division Driver Training SOP.

c. Personnel being tested for a military license must have received two hours orientation on the peculiarities and dangers of driving in Europe within the previous 90 days and have in their possession a DA Form 348, Driver Qualification Record. The Military Drivers Orientation is given at the Driver Testing Station. To have a DA Form 348 validated from a USAREUR POV License the military orientation must have been received within the previous 90 days. 1st Infantry Division Commanders have the authority to allow selected, experienced (previously licensed) individuals to demonstrate knowledge of program content and to be licensed on an accelerated basis. This authority will not be delegated below Battalion Commander level.

d. Battery II scores, Section IV of DA Form 348, must be filled in with Battery II test scores or a statement saying, IAW AR 600-55 Battery II test not required. A Battery II test is not required if personnel have a valid State driver's license or can show documented record of successful completion of either MDB I or MDB II test. Battery II test is done by the Driver Testing Station, Kitzingen, DSN 355-2829.

f. During the period October and November, winter drivers training will be conducted for initial military license only. This must be shown on DA Form 348 in section III.

g. If an applicant fails the military test, he must have additional training IAW para 11, USAREUR Suppl. 1 to AR 600-55. All additional training will be shown on DA Form 348 in section III with signature of Commander before returning to the testing station for retesting. Retesting will be not later than 15 days after the date of the last test.

3. POV Testing:

a. In an effort to more efficiently process the large number of applicants for POV license the Driver Orientation Course (valid for 90 days and a prerequisite to testing and licensing) is given every Tuesday. Drivers Testing Station is located at Bldg. 1 Larson Barracks, Kitzingen.

b. All applicants applying for a USAREUR POV Operator's Permit must be 17 years of age or older (16 for a Learner's Permit) and must have attended a POV orientation in the peculiarities and dangers of driving in Europe. Driver Orientation is given at the Driver Testing Station, (see TAB E). This requirement must be fulfilled before the applicant can complete any other processing for licensing and must have been completed within 90 days of testing to be valid.

c. When an applicant has met all prerequisites and is ready for testing, he must obtain AE Form 190-IT from the Driver Testing Station. All tests are standardized IAW USAREUR Pam 190-34, Driver's Handbook and Examination Manual for Germany. Schedule of operation is in TAB E. All applicants must have in their possession a valid ID card and a driver's license, which has been issued by or is recognized in a state, possession or territory of the United States or a military license issued by this command or another European command. Personnel not in possession of a license will be required to obtain a learner's permit.

d. Those with learner's permit's must have an instructor in the vehicle at all times or the permit will be revoked by the USAREUR Registry of Motor Vehicles. Holders of learner permits must successfully complete driver performance tests to be issued a regular license.

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e. USAREUR Reg 190-1 requires that any applicant who fails any portion of any test twice within 14 days, will be required to wait 14 days prior to being re-tested. Cheating on any test will make the applicant ineligible for USAREUR license and subject to disciplinary or administrative action. All applicants must bring a check or money order for \$10.00 (NO CASH) to pay for a new license. Changes and/or corrections to a valid license are free of charge.

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h. As a prerequisite for testing for a USAREUR motorcycle license in classes 1, 1b, 4, or 5, military, civilian personnel, and their family members must show evidence of having attended the 4-hour motorcycle orientation course. The motorcycle orientation course is given the 1st Friday of the month at the Drivers Testing Station at DSN 355-2829.

i. Road test for a motorcycle is done after completion of Motorcycle Orientation and passing the USAREUR Motorcycle Test. The operator must have a valid USAREUR POV License and a State license with a motorcycle endorsement when required. The testing station will then issue a temporary license for Class 1, 1b, or 4 for the road test. The temporary license will be valid for three days. Upon completion of the road test AE Form 190-1T/AE Form 3398 will be required and a check or money order for \$10.00.

4. Bus License:

a. Individual/Unit Responsibilities:

(1) INDIVIDUAL EXPERIENCE required for Military Personnel before application for drivers permit to operate an Army owned bus below is the experience needed:

26 pax bus 2 1/2 ton or 5 ton truck cargo
experience: 6 months minimum in Europe

66 pax bus 5 ton tractor with semitrailer
experience: 6 months minimum in Europe

(2) INDIVIDUAL obtains a learner permit from Driver Testing Station.

(3) INDIVIDUAL obtains a memorandum from his/her commander stating completion of 40 hours instruction on the type of bus and by whom. Instructor must have a valid SF 46 for the type of bus by Drivers Testing Station

(4) INDIVIDUAL makes an appointment for a Road Test by calling 355-2829.
ROAD TESTS ARE BY APPOINTMENT ONLY.

(5) A unit requests and obtains a vehicle for Road Test from TMP.

b. Driver Testing Station's responsibilities are:

(1) Issuing the learner permit.

(2) Furnishes Road Tester by appointment.

(3) Issues operator permit for that type of vehicle (bus) upon completion of Road Test.

5. TMP License:

a. Each individual must bring DA Form 348 and an informal memorandum from the commander (or supervisor for civilians) requesting that individual be licensed for a commercial or nontactical vehicle (NTV or AUV).

b. IAW AR 600-55 military personnel whose duties require them to operate Government owned or leased vehicles should have a valid civilian driver license issued by a state or U.S. possession (i.e., Virgin Islands, Puerto Rico, or Guam). Personnel who do not have a civilian license or whose license has been suspended or revoked may be authorized by their commander to operate a tactical vehicle in connection with military operation on or off post. However, this should be done only in exceptional circumstances based on military necessity. Personnel **will not** under **any** circumstances operate tactical vehicles for administrative purposes or operate any commercial type or NTVs.

6. Lost, Stolen, Special Issue License:

a. To apply for replacement of a lost or stolen USAREUR POV Operators License, obtain AE Form 190-1T and insure block #31 is signed by approving authority. Also, obtain a statement from the commander that the license was not suspended or revoked. Request written status of lost license from the PMO. Take all documents and a \$ 10 check or money order to the Drivers Testing Station to apply for replacement license.

b. Military members and members of the civilian component or family members possessing a valid German driver's license (Fuehrerschein) are not required to attend the Driver's Orientation Course, take the written examination, or the performance test to qualify for a USAREUR POV license. All applicants presenting a valid German License for class or classes of license requested and a completed AE Form 190-1T are still required to satisfactorily complete the eye exam. The applicants ID card and \$10 check or money order, is necessary for the application to be processed.

CHAPTER 11 INTERAGENCY FLEET MANAGEMENT SYSTEM (IFMS)

1. IFMS Information: This chapter establishes the responsibilities, policies and operating procedures for use of IFMS Non-Tactical Vehicles (NTV) within the 98th Area Support Group (ASG) footprint. This chapter is designed to assist all units/activities which require use of IFMS NTV's and the 417th Base Support Battalion Transportation Motor Pool (TMP) support. This chapter applies to the 417th BSB customers and supported units which require NTV support.

2. General: IFMS assumed control and management of the 417th BSB footprint (area of operation and provides vehicle support necessary for the accomplishment of the mission.

3. IFMS Responsibilities:

a. General: IFMS provides basic fleet management and services, which supports the 417th Base Support Battalion.

b. Rental Rates: Rental rates will be charged as specified in the applicable IFMS rate bulletin. IFMS will develop and publish monthly rates annually, or more often if required. The rental rates include both a monthly base rate and mileage rate. For each IFMS vehicle, the monthly rate offsets operating expenses. The appropriate monthly and mileage rate will be assessed to recover expenses incurred in providing basic services. Additional charges will be assessed for accessory equipment as appropriate. The IFMS will provide monthly billing for these expenses.

c. Vehicle Transfer, Acquisition and Replacement: The IFMS will provide a comparable number of vehicles to the 98th ASG on long-term assignment. Vehicles that become excess to the needs of the 98th ASG will be utilized elsewhere or sold, as determined by IFMS. IFMS will coordinate replacement requirements with the 98th ASG Transportation Office and fill out authorized vehicle needs.

d. Maintenance and Repair Services: The IFMS agrees to pay charges for all authorized routine maintenance and repair services, to include towing and car washes, but excluding body and accident damage. The frequency of car washes is dependent on local conditions and is subject to limitation set by the local IFMS Manager. Towing as a result of an accident will be charged to the using unit if the authorized driver is found at fault. Pre-authorizations from the IFMS personnel will be required for all maintenance repairs that exceed \$150.00. The user will pay any charges associated with unauthorized repairs.

Routine maintenance and repair will be scheduled by the 417th BSB TMP. TMP will notify customers of scheduled maintenance. Approval must be obtained from the IFMS Wuerzburg, prior to accomplishing maintenance or repair work that exceeds \$150.00.

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4. 98th Area Support Responsibilities: The following monthly reports are provided by the 417th BSB, TMP to the 98th ASG: Vehicle Usage Report, Accident Report, Monthly ASG Leased Vehicle Report
5. Fuel and Other Petroleum Products: Fuel and other petroleum will be obtained from the US Army on a reimbursable basis.
6. Replacements: If a IFMS vehicle is destroyed as a result of the user, the user unit will reimburse IFMS for the vehicle at the current fair market value in accordance with current IFMS policy.
7. Accidents and Vehicle Damage: The 417th BSB TMP will promptly investigate vehicle accidents. An accident report will be submitted to the IFMS within 10 working days following the accident. The user will continue to pay the monthly rental on vehicles during the period of investigation and subsequent accident repair. No action will be taken to repair, or strip parts from a IFMS vehicle until approval from IFMS. Accident vehicles remain under IFMS control during the investigation period. IFMS will authorize and facilitate necessary repairs to return damaged vehicles to service.

The user unit will pay all costs related to accident damage and improper vehicle use or care, except for:

- a. Damages resulting from the negligent or willful act of a party other than the user, and the identity of the party can be reasonably determined by accident report documents or qualified technician inspection.

- b. The damage was due to documented IFMS vehicle mechanical failure.

- c. The damage resulted from normal wear and tear.

8. Vehicle Licensing and Registration: The using unit will be responsible for obtaining any local license tags and cost related to additional vehicle inspection required to operate vehicles bearing Host Nation/local license tags. The 417th BSB TMP will provide IFMS with listing of vehicles that are operating with Host Nation/local tags.

- a. Service Problems: The 417th BSB TMP will bring any service problems to the attention of the supporting IFMS and to the 98th ASG for solution.

9. Unit/Customer Responsibilities:

All units utilizing IFMS assets will adhere to the guidance set forth in this SOP. All applicable regulations for accountability and management remain in effect. Changing the source of supply does not rescind regulatory management requirements. Units are required to manage their authorized NTV mileage allocation. The Army and supported

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activities are accountable for, and are providing the funding for rental of all IFMS NTV's. It is essential to continue to maintain accurate records on the use of these NTV's. Units are not authorized to make any modification or alteration to IFMS NTVs without written consent from IFMS. Any modification performed on a IFMS NTV (i.e. drilling holes for antenna, radios, tool boxes, etc.) is considered an alteration. All vehicles must be restored to the original configuration when returned to IFMS. All costs associated with restoration will be paid by the user unit.

10. Emergency Repair Service: IFMS NTVs in need of emergency repair, and away from the home station, may be taken to commercial repair shop, AAFES, etc., for repair, as long as the cost of the repair does **NOT** exceed \$150.00. Exact guidance on emergency repair services will be placed in pouch located in the dash board of the vehicle. After repair, the user unit must forward the emergency repair invoice and Motor Equipment Utilization Report to the 417th BSB TMP within 24 hours. Emergency repairs estimated to exceed \$150.00 will be promptly reported to the 417th BSB TMP. Under no circumstances will the user authorize repairs that exceeds \$150.00 without the approval from IFMS.

11. Billing Procedures:

- a. Odometer readings will be provided monthly to IFMS.
- b. The 417th BSB TMP is responsible for recording all fuel issue for pumps and coupons. Required information will be reported to DRM, so IFMS can be billed for fuel used.
- c. Monthly invoices (rental and mileage charges) will be provided to the 417th BSB TMP by IFMS using a Billing Office Address Code (BOAC) and fund code, for invoice verification. Invoices will be distributed to each respective unit comptroller within two working days from the day of the receipt. The various comptroller offices will audit the fund certification and forward the invoice to the finance office responsible for making payments.

CHAPTER 13
Non-Tactical Vehicle Accident Prevention

1. Reference:

- a. AR 385-55, Prevention of Motor Vehicle Accidents, 12 Mar 1987
- b. AR 600-55, Drivers Training Testing, 31 Dec 1993
- c. UR 385-55, Prevention of Motor Vehicle Accidents, 26 Jan 2000
- d. UR 690-62, US Forces Claims Against Local National Employees in Germany, 09 Jul 1987

2. Purpose: This guidance establishes procedures for the prevention of accidents involving Non-Tactical Vehicles (NTV).

3. Scope: To minimize NTV accidents, damage and injuries.

4. Applicability: This program applies to all units/activities who operate NTVs dispatched by the 417th BSB DOL/TMP.

5. Responsibilities: Commanders, Directors, Supervisors and Transportation Coordinators are responsible for the implementation, administration, and enforcement of the below Non-Tactical Vehicle Accident Prevention program/procedures.

- a. Conduct annual mandatory refresher training for personnel who operate emergency vehicles (i.e. Military Police, Ambulance, etc.).

- b. Dispatch NTVs only if the driver has a valid OF 346.

- c. Collect SF 91 from the driver and complete section 81 and 82 of this form prior to passing it on to the TMP, regardless of who is responsible of the accident, within 5 working days.

- d. Immediately upon notification that a NTV operator has been involved in a traffic accident conduct an informal inquiry into the circumstances to substantiate the allegation and to determine the extent of negligence involved (see reference 1(d)).

- e. Initiate property adjustment documents IAW AR 735-5 and provide copy of the documents to TMP showing initiation (A DA Form 4697 must be returned to the TMP when completed). If the adjustment documentation has not been received by TMP after 15 calendar days, the account will be closed and no positive actions (i.e., new dispatch to that unit) will occur. Emergency requests will only be considered if signed by first O4 or above in the unit's chain of command.

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f. Prepare DA 285 Army Ground Accident Report (AGAR) for all accidents in which a person was injured and/or the estimated total damage is greater than \$2000. Report must be provided to the 417th BSB Safety Office, regardless of who is responsible of the accident, within 5 working days.

h. The Commanders, section chiefs/BSB, and staff elements will send any person under his/her control who is cited as the subject of an accident to the first available remedial drivers training class. This provision applies to all NTV operators. NTV licenses will be suspended after subject fails to attend the first scheduled class until he/she successfully completes remedial drivers training. Exemptions will be made if the accident was:

(1) Occurring at a very low rate of speed (up to 5 mph) not involving personal injury and damage below \$500.00, provided no right of way rules were violated.

(2) A typical "Parkplatz" accident such as colliding with a fixed object while driving into a narrow parking spot or out of it.

(3) An accident while backing if required ground guide was used.

i. Action will be taken to hold senior occupants of NTVs accountable when investigation reveals that the senior occupant failed to perform his/her duties as outlined in USAREUR Reg 385-55 and AR 385-55.

j. 417th BSB Safety Office will:

(1) Provide guidance and assistance concerning motor vehicle safety.

(2) Review all Accident reports provided by the unit/activity and notify the TMP that the report has been received.

k. The Drivers Training Academy/Drivers Testing Station will:

(1) Provide classroom training for NTV operator applicants (English/German).

(2) Provide written test for all NTV operator applicants (English/German).

(3) Provide test rides for all NTV operator applicants.

(4) Provide remedial drivers' training for all operators involved in at fault accidents/violations.

(5) Provide road test for all operators after accidents.

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(6) Provide mandatory refresher training annually for 417th BSB personnel who operate emergency vehicles (i.e. Military Police, Fire Department, etc.).

(7) Provide list of remedial drivers training attendees to the TMP.

I. TMP/Dispatch Office will:

(1) Check to ensure drivers are in possession of valid NTV license during dispatch procedures.

(2) Maintain Log of NTV Drivers who have been involved in traffic accidents.

(3) Forward copy of completed SF 91 to the safety office.

(4) Contact repair services for Estimated Cost of Damage (ECOD)

(5) Shut down all NTVs involved in an accident if the following reports are not received from the unit/activities in a timely manner:

(a) Accident report SF 91 regardless, of the amount of damage (within 5 days to TMP)

(b) Property Adjustment Documents IAW AR 735-5 (within 15 days to TMP)

(c) DA Form 285, accident report (within 5 days to the Safety Office)

m. NTV Driver will:

(1) Inspect vehicle before each operation to ensure vehicle is safe, serviceable and free of damages (PMCS).

(2) Attend winter driving orientation prior to the winter season. Additionally, emergency vehicle operators will attend refresher drivers' training annually.

(3) After accidents or damages, regardless of the circumstances, inform Military Police and TMP ASAP. Complete section I through IX of the Motor Vehicle Accident Report SF 91 and obtain signature of supervisor on section 81 and 82.

(4) Attend remedial drivers training and re-testing after at-fault accidents.

n. PMO Office will:

AETV-WG-WKC

SUBJECT: 417th Base Support Battalion (BSB), Transportation Motor Pool (TMP)
Standing Operation Procedures (SOP)

(1) Provide Blotter extract/Journal or Report of Incident of each NTV accident to the TMP on a daily basis.

User Office Symbol _____

MEMORANDUM FOR MOTOR OFFICER, 417th BSB, TMP

SUBJECT: Appointment of Unit Transportation Coordinator (UTC)

1. Reference: TM 38-600, para 5-7c.

2. IAW reference above the individual(s) listed below is appointed as UTC for User Unit/Activity.

Unit	Unit Name
	<u>Official in Charge</u>
Phone #
.....

T/C NAMES	Address (Primary UTC if different from OIC)
Primary
E-Mail	
Deros
Alternate	
E-Mail	
Deros	
Location:	

3. These individuals will function as UTC(s) until released. They have the OIC's authority to review and approve all valid official business, transportation request and submit same to 417th BSB, TMP. Approval of transportation request by the OIC or UTC's here appointed constitutes verification of official business and acknowledgment that this use is changeable to the US Army and/ or this unit/activity, as applicable.

4. POC this action is the undersigned, DSN _____

TRANSPORTATION REQUEST

TO: Transportation Motor Pool Wuerzburg, 417th BSB
(Wuerzburg, Leighton Barracks, Bldg #47)

DSD 350 - 1800/7368
FAX 350 - 6402

FROM: _____
(Name and address of requesting unit)

1. DESTINATION: _____
(Control number required when outside POD of 75 miles)
2. PURPOSE: _____
3. VEHICLE TYPE: _____ Quantity: _____
4. DEPARTURE DATE: _____ DEPARTURE TIME: _____
5. RETURN DATE: _____ RETURN TIME: _____
6. DRIVER: _____
(Name, rank, and TMP licence number)
7. ADDITIONAL INFORMATION: _____
(Number of passanger, type cargo, driver requested, etc.)
8. POINT OF CONTACT: _____
(Name, rank, telephone and FAX #,.E-Mail)
9. TRANSPORTATION COORDINATOR: _____
(Name, rank, telephone number)
10. REQUEST DATE: _____
(Transportation Coordinator's signature)

VEHICLE MUST BE CLEAR INSIDE AND OUTSIDE AN REFUELED PRIOR TO BEING RETURNED TO THE TMP. DRIVER ARE RESPONSIBLE FOR PICKING UP MILITARY FUEL COUPONS AND CONTROL NUMBER BEFORE LEAVING FOR LONG DISTANCE TRIPS. TRANSPORTATION COORDINATORS ARE RESPONSIBLE FOR MONITORING THEIR UNIT'S MILEAGE ALLOCATION.

FOR TMP USE ONLY

1. DATE/TIME RECEIVED: _____
2. APPROVED/DISAPPROVED: _____ BY: _____
(Name, rank, title)
3. REASON FOR DISAPPROVAL: _____
4. INDIVIDUAL NOTIFIED: _____
5. DATE AND TIME NOTIFIED: _____
6. OTHER: _____
(Control#, reimbursable, fuel coupons, etc)

2003 VEHICLE JUSTIFICATION

Unit/Organization: _____
 Section: _____
 POC: _____
 Phone: _____

WARNING: This form may be continued but no substitute will be accepted

Purpose of vehicle(s):	Tactical Vehicle(s) Available
<input type="checkbox"/> TOE/TDA mission essential	
<input type="checkbox"/> Remote Site Support	
<input type="checkbox"/> Emergency Vehicle Support	
<input type="checkbox"/> NTV Required Support	
<input type="checkbox"/> Morale Support	
<input type="checkbox"/> Other _____	

Type of Vehicle Required	
<input type="checkbox"/> Van, Passenger 8 pax	<input type="checkbox"/> Bus 36 Pax
<input type="checkbox"/> Van, Cargo 2 pax	<input type="checkbox"/> Bus 44 Pax
<input type="checkbox"/> Pickup, 2-Door Cab 3 pax	<input type="checkbox"/> Tractor ____ ton
<input type="checkbox"/> Sedan, Compact 5 pax	<input type="checkbox"/> Truck 4 ton
<input type="checkbox"/> Stationwagon, Compact 5 pax	<input type="checkbox"/> Truck 5 ton
<input type="checkbox"/> Ambulance	<input type="checkbox"/> Other: _____

Justification

SIGNATURE BLOCK:

RETURN TO: Chief, Transportation Motor Pool Wuerzburg, DOL, 417th BSB, Unit 26137, APO AE 09031

For TMP USE Only:

Currently assigned vehicle(s) by type and registration#:

Dispatched: daily/monthly

Vehicles Approved:

Motor Equipment Utilization Report

This Dispatch Expires on:

Equipment Type:

Unit:

Report To:

Current Odometer:

USA Number:

[illegible]

Instructions: Start a new line upon every operator change and for each new calendar day.

Total Days Driven: _____ days

For use of this form, see DA PAM 738-750 and 738-751; the proponent agency is DCSLOG

For use of this form, see DA PAM 738-760 and 738-751; the proponent agency is DCSLOG

DA FORM 2404
1 APR 70

Replaces edition of 1 Jan 84, which will be used

RECEIPT FOR OFFICIAL FUEL COUPONS (USAREUR Reg 710-2)		Date	
Driver's name		Grade	SSN
Organization		Destination	
Type vehicle		Miles traveled	
USA number		License number	
<p>NOTE TO THE GERMAN GAS STATION ATTENDANT Please annotate quantity of fuel coupons received (in liters) and sign this receipt (also affix station rubber stamp if possible) to provide proof of coupon use.</p> <p>MITTEILUNG FÜR DIE BEDIENUNG AN DEUTSCHEN TANKSTELLEN Bitte geben Sie die Menge der erhaltenen Benzingutscheine (in Litern) an, und unterschreiben diese Empfangsbestätigung (wenn möglich, mit dem Tankstellenstempel absteampeln) als Beweis für die Verwendung des Gutscheins.</p>		Coupons received	
		Type/unit of issue	Serial numbers
			to
			to
			to
Quantity issued	Attendant signature		to
		Total quantity	Driver's signature
		Coupons turned in	
		Type/unit of issue	Serial numbers
			to
			to
			to
Total quantity		Total quantity	Driver's signature

AE FORM 710-2A-R, JUN 01

DEPARTMENT OF THE ARMY

Your Unit
Your Barracks
Community and APO

AETV-BG-EN-C-V

Date:

MEMORANDUM FOR Transportation Motor Pool, Wuerzburg, APO AE, 09244

SUBJECT: TMP Movement outside Germany

1. Request permission to take vehicle (CS 1234) to Antwerp, Belgium. SGM Johnson has numerous missions to take care off. Date of mission will be (31 Feb- 12 Mar 03)
2. We are aware that proper diplomatic clearance is required in accordance with the 2+4 Treaty Clearance, prior to transition former Eastern Germany and entering Europe countries.
3. The following soldiers will be driving the vehicle outside Germany :
SGM Johnson
SFC Jones
SPC Smith
4. Unit is responsible for theft, recovery, damage or accident which may occur for the vehicle.
5. POC: and Phone number

Commander's signature

This is a Sample Request for traveling outside of Germany.

RECOVERY SERVICE

Driver's Responsibility: If a vehicle is towed to a repair facility, it is the driver's responsibility to obtain the phone number, name and location of the repair facility. The driver/unit vehicle coordinator must provide this information to the Wuerzburg TMP at (Civ) 0931-889-1800, 7368 or 6185 (DSN 350) on the following duty day.

TMP Wuerzburg
350-7319
0931-8897319

D-1

//S//

PETER E. ZECHOW
Motor Transportation Officer

**MOTOR VEHICLE
ACCIDENT REPORT**Please read the
Privacy Act State-
ment on Page 3.

INSTRUCTIONS: Sections I thru IX are filled out by the vehicle operator. Section X, Items 72 thru 82c are filled out by the operator's supervisor. Sections XI thru XIII are filled out by an accident investigator for bodily injury, fatality, and/or damage exceeding \$500.

SECTION I - FEDERAL VEHICLE DATA

1. DRIVER'S NAME (Last, first, middle)		2. DRIVER'S LICENSE NO./STATE/LIMITATIONS		3. DATE OF ACCIDENT	
4a. DEPARTMENT/FEDERAL AGENCY PERMANENT OFFICE ADDRESS				4b. WORK TELEPHONE NUMBER ()	
5. TAG OR IDENTIFICATION NUMBER	6. EST. REPAIR COST \$	7. YEAR OF VEHICLE	8. MAKE	9. MODEL	10. SEAT BELTS USED <input type="checkbox"/> YES <input type="checkbox"/> NO
11. DESCRIBE VEHICLE DAMAGE					

SECTION II - OTHER VEHICLE DATA (Use Section VIII if additional space is needed.)

12. DRIVER'S NAME (Last, first, middle)		13. DRIVER'S LICENSE NUMBER/STATE/LIMITATIONS			
14a. DRIVER'S WORK ADDRESS		14b. WORK TELEPHONE NUMBER ()			
15a. DRIVER'S HOME ADDRESS		15b. HOME TELEPHONE NUMBER ()			
16. DESCRIBE VEHICLE DAMAGE		17. ESTIMATED REPAIR COST \$			
18. YEAR OF VEHICLE	19. MAKE OF VEHICLE	20. MODEL OF VEHICLE		21. TAG NUMBER AND STATE	
22a. DRIVER'S INSURANCE COMPANY NAME AND ADDRESS				22b. POLICY NUMBER	
				22c. TELEPHONE NUMBER ()	
23. VEHICLE IS <input type="checkbox"/> CO-OWNED <input type="checkbox"/> RENTAL <input type="checkbox"/> LEASED <input type="checkbox"/> PRIVATELY OWNED				24a. OWNER'S NAME(S) (Last, first, middle)	
25. OWNER'S ADDRESS(ES)				24b. TELEPHONE NUMBER ()	

SECTION III - KILLED OR INJURED (Use Section VIII if additional space is needed.)

26. NAME (Last, first, middle)				27. SEX	28. DATE OF BIRTH
29. ADDRESS					
A 30. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		31. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	32. LOCATION IN VEHICLE	33. FIRST AID GIVEN BY	
34. TRANSPORTED BY		35. TRANSPORTED TO			
36. NAME (Last, first, middle)				37. SEX	38. DATE OF BIRTH
39. ADDRESS					
B 40. MARK "X" IN TWO APPROPRIATE BOXES <input type="checkbox"/> KILLED <input type="checkbox"/> DRIVER <input type="checkbox"/> PASSENGER <input type="checkbox"/> INJURED <input type="checkbox"/> HELPER <input type="checkbox"/> PEDESTRIAN		41. IN WHICH VEHICLE <input type="checkbox"/> FED <input type="checkbox"/> OTHER (2)	42. LOCATION IN VEHICLE	43. FIRST AID GIVEN BY	
44. TRANSPORTED BY		45. TRANSPORTED TO			
a. NAME OF STREET OR HIGHWAY			b. DIRECTION OF PEDESTRIAN (SW corner to NE corner, etc.) FROM TO		
46. Pedestrian c. DESCRIBE WHAT PEDESTRIAN WAS DOING AT TIME OF ACCIDENT (Crossing intersection with signal, against signal, diagonally; in roadway playing, walking, hitchhiking, etc.)					

SECTION IV - ACCIDENT TIME AND LOCATION (Use Section VIII if additional space is needed.)

47. DATE OF ACCIDENT _____

48. PLACE OF ACCIDENT (Street address, city, state, ZIP Code; Nearest landmark; Distance nearest intersection; Kind of locality (industrial, business, residential, open country, etc.); Road description) _____

49. TIME OF ACCIDENT _____
 AM _____
 PM _____

50. INDICATE ON THIS DIAGRAM HOW THE ACCIDENT HAPPENED

Use one of these outlines to sketch the scene. Write in street or highway names or numbers.

a. Number Federal vehicle as 1, other vehicle as 2, additional vehicle as 3 and show direction of travel with arrow.

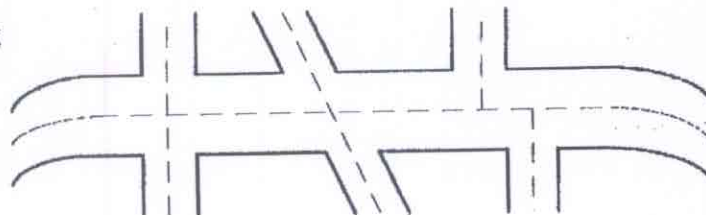
Example:

b. Use solid line to show path before accident and broken line after the accident

c. Show pedestrian by _____

d. Show railroad by ++++++

e. Place arrow in this circle to indicate NORTH



51. POINT OF IMPACT (Check one for each vehicle)

FED	2	AREA
		a. FRONT
		b. R. FRONT
		c. L. FRONT
		d. REAR
		e. R. REAR
		f. L. REAR
		g. R. SIDE
		h. L. SIDE

52. DESCRIBE WHAT HAPPENED (Refer to vehicles "Fed", "2", "3", etc. Please include information on posted speed limit, approximate speed of the vehicles, road conditions, weather conditions, driver visibility, condition of accident vehicles, traffic controls (warning light, stop signal, etc.) condition of light (daylight, dusk, night, dawn, artificial light, etc.), and driver actions (making U-turn, passing, stopped in traffic, etc.).

SECTION V - WITNESS/PASSENGER (Witness must fill out SF 94, Statement of Witness) (Continue in Section VIII.)

53. NAME (Last, first, middle)		54. WORK TELEPHONE NUMBER ()	55. HOME TELEPHONE NUMBER ()
56. BUSINESS ADDRESS		57. HOME ADDRESS	
58. NAME (Last, first, middle)		59. WORK TELEPHONE NUMBER ()	60. HOME TELEPHONE NUMBER ()
61. BUSINESS ADDRESS		62. HOME ADDRESS	

SECTION VI - PROPERTY DAMAGE (Use Section VIII if additional space is needed.)

63a. NAME OF OWNER		63b. OFFICE TELEPHONE NUMBER ()	63c. HOME TELEPHONE NUMBER ()
63d. BUSINESS ADDRESS		63e. HOME ADDRESS	
64a. NAME OF INSURANCE COMPANY		64b. TELEPHONE NUMBER ()	64c. POLICY NUMBER
65. ITEM DAMAGED	66. LOCATION OF DAMAGED ITEM		67. ESTIMATED COST \$

SECTION VII - POLICE INFORMATION

68a. NAME OF POLICE OFFICER		68b. BADGE NUMBER	68c. TELEPHONE NUMBER ()
69. PRECINCT OR HEADQUARTERS		70a. PERSON CHARGED WITH ACCIDENT	70b. VIOLATION(S)

SECTION VIII - EXTRA DETAILS

SPACE FOR DETAILED ANSWERS. INDICATE SECTION AND ITEM NUMBER FOR EACH ANSWER. IF MORE SPACE IS NEEDED, CONTINUE ITEMS ON PLAIN BOND PAPER.

SECTION IX - FEDERAL DRIVER CERTIFICATION

In compliance with the Privacy Act of 1974, solicitation of the information requested on this form is authorized by Title 40 U.S.C. Section 491. Disclosure of the information by a Federal employee is mandatory as the first step in the Government's investigation of a motor vehicle accident. The principal purposes for using this information is to provide necessary data for legal counsel in legal actions resulting from the accident and to provide accident information/statistics in analyzing accident causes and developing methods of reducing accidents. Routine use of information may be by Federal, State or local governments, or agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions. An employee of a Federal agency who fails to report accurately a motor vehicle accident involving a Federal vehicle or who refuses to cooperate in the investigation of an accident may be subject to administrative sanctions.

I certify that the information on this form (Sections I thru VIII) is correct to the best of my knowledge and belief.

71a. NAME AND TITLE OF DRIVER

71b. DRIVER'S SIGNATURE AND DATE

SECTION X - DETAILS OF TRIP DURING WHICH ACCIDENT OCCURRED

72. ORIGIN

73. DESTINATION

74. EXACT PURPOSE OF TRIP

75. TRIP BEGAN	DATE	TIME (Circle one) a.m. p.m.	76. ACCIDENT OCCURRED	DATE	TIME (Circle one) a.m. p.m.
77. AUTHORITY FOR THE TRIP WAS GIVEN TO THE OPERATOR <input type="checkbox"/> ORALLY <input type="checkbox"/> IN WRITING (Explain)			78. WAS THERE ANY DEVIATION FROM DIRECT ROUTE <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)		
79. WAS THE TRIP MADE WITHIN ESTABLISHED WORKING HOURS <input type="checkbox"/> YES <input type="checkbox"/> NO (Explain)			80. DID THE OPERATOR, WHILE ENROUTE, ENGAGE IN ANY ACTIVITY OTHER THAN THAT FOR WHICH THE TRIP WAS AUTHORIZED. <input type="checkbox"/> NO <input type="checkbox"/> YES (Explain)		
81. COMPLETED BY DRIVER'S SUPERVISOR		a. DID THIS ACCIDENT OCCUR WITHIN THE EMPLOYEE'S SCOPE OF DUTY <input type="checkbox"/> YES <input type="checkbox"/> NO			
		b. COMMENTS			
82a. NAME AND TITLE OF SUPERVISOR			82b. SUPERVISOR'S SIGNATURE AND DATE		82c. TELEPHONE NUMBER ()

STANDARD FORM 91 PAGE 3 (REV. 2-93)
USAPIFC V1.00

SECTION XI - ACCIDENT INVESTIGATION DATA

83. DID THE INVESTIGATION DISCLOSE CONFLICTING INFORMATION. ☐ YES ☐ NO (If "Yes", explain below.)

84. PERSONS INTERVIEWED

NAME	DATE	NAME	DATE
a.		c.	
b.		d.	

85. ADDITIONAL COMMENTS (Indicate section and item number for each comment.)

SECTION XII - ATTACHMENTS

LIST ALL ATTACHMENTS TO THIS REPORT

SECTION XIII - COMMENTS/APPROVALS

86. REVIEWING OFFICIAL'S COMMENTS

87. ACCIDENT INVESTIGATOR	88. ACCIDENT REVIEWING OFFICIAL
a. SIGNATURE AND DATE	a. SIGNATURE AND DATE
b. NAME (First, middle, last)	b. NAME (First, middle, last)
c. TITLE	c. TITLE
d. OFFICE	d. OFFICE
e. OFFICE TELEPHONE NUMBER ()	e. OFFICE TELEPHONE NUMBER ()

STANDARD FORM 91 PAGE 4 (REV. 2-83)
USAF/C V1.00

DRIVER-TESTING-STATION-KITZINGEN

Larson Barracks, Building # 1, Room 120 Phone# 355-2829

OFFICE OPERATING HOURS

Monday – Thursday

07:30 - 12:00 / 13:30 - 15:45 hrs

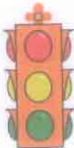
Friday

07:30 - 12:00 / 12:30 - 14:30 hrs

Closed for Lunch

12:00 - 12:30 hrs

Closed On Germany Holidays



TESTING & ORIENTATION SCHEDULE

Monday -MIL - I.T.C Orientation 09:00 hrs.

Tuesday - Orientation - 09:00 hrs. / POV Testing - 13:00 hrs.

Wednesday - POV Testing (Walk-In) - 08:00 - 10:30 hrs. / POV Testing 13:00 hrs.

Thursday - POV Testing (Walk-In) 08:00 - 10:30 hrs. / POV Testing 13:00 hrs.

Friday - Stamp's on DA Form 348, MIL. & TMP LIC.

Motorcycle Orientation 1st Friday of The Month at 09:00 hrs

Road Test By Appointment Only!!!

(Children Are Not Permitted In The Classroom)

The Following Item's Are Necessary To Have For The POV Test

1. D.L. Application AE Form 190-1T (We are unable to test without this form)
2. Valid State Drivers License
3. I.D Card

4. \$10.00 Check or Money Order

Note: (USAREUR Driver's Handbook (USAREUR PAM 190-32) is now available on the Web at: [HTTP://rmv.hqusareu.army.mil](http://rmv.hqusareu.army.mil))

APPLICATION FOR USAREUR POV DRIVER'S LICENSE AND ALLIED TRANSACTIONS (USAREUR REG 190-11 CINCUSMAVEUR INST. 11240.6UUSAFE REG 125-13)											
LICENSE NUMBER		EFFECTIVE DATE		EXPIRATION DATE		CODES					
COMPLETED BY REGISTRY PERSONNEL ONLY											
1. APPLICANT'S RANK/GRADE		2. APPLICANT'S NAME (LAST, FIRST, MI)		3. DATE OF BIRTH		4. PLACE OF BIRTH		5. DATE OF BIRTH			
5. APPLICANT'S SSN		6. U.S. DRIVER'S LICENSE NUMBER		DAY / MONTH / YEAR		CITY / STATE / COUNTRY		B. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE			
9. APPLICANT'S MILITARY MAILING ADDRESS, UNIT NO., AND BOX NO.		APO NO.		10. ORGAN DONOR <input type="checkbox"/> YES <input type="checkbox"/> NO		11. CORRECTIVE LENSES <input type="checkbox"/> YES <input type="checkbox"/> NO		15. SPONSOR'S RANK/GRADE			
12. SPONSOR'S SSN		13. SPONSOR'S NAME (LAST, FIRST, MI)		14. SPONSOR'S TELEPHONE NO. (EIS)		17. SPONSOR'S BRANCH OF SERVICE ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> OTHER <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/>		15. SPONSOR'S RANK/GRADE			
16. SPONSOR'S MILITARY MAILING ADDRESS, UNIT NO., AND BOX NO.		APO NO.		17. SPONSOR'S BRANCH OF SERVICE ARMY <input type="checkbox"/> NAVY <input type="checkbox"/> OTHER <input type="checkbox"/> MILITARY <input type="checkbox"/> CIVILIAN <input type="checkbox"/>		22. EXAMINER STATEMENT I HAVE EXAMINED THE APPLICANT JAW USAREUR REG 190-11 CINCUSMAVEUR INST. 11240.6UUSAFE REG 125-13. THE APPLICANT HAS SATISFACTORILY PASSED ALL REQUIRED TESTS.		SPATION STAMP			
18. TYPE OF APPLICATION <input type="checkbox"/> INITIAL <input type="checkbox"/> REPLACEMENT <input type="checkbox"/> ADDITION OF CLASS <input type="checkbox"/> RENEWAL <input type="checkbox"/> REINSTATEMENT <input type="checkbox"/> CHANGES <input type="checkbox"/> EEC OR NATO TRANSFER <input type="checkbox"/> RESTRICTION <input type="checkbox"/> GERMAN TRANSFER		19. CLASS OF LICENSE <input type="checkbox"/> 1 250 CC + <input type="checkbox"/> 1A 80 CC-250 CC <input type="checkbox"/> 1B 80 CC-80 kph <input type="checkbox"/> 2 TRUCK <input type="checkbox"/> 2 BUS <input type="checkbox"/> 2 # PASS. <input type="checkbox"/> 3 AUTO <input type="checkbox"/> 4 50 CC-50 kph <input type="checkbox"/> 5 50 CC-25 kph		20. LICENSE TYPE <input type="checkbox"/> OPERATOR <input type="checkbox"/> INSTRUCTOR <input type="checkbox"/> EXAMINER <input type="checkbox"/> LEARNER		21. RESTRICTIONS <input type="checkbox"/> LETTER <input type="checkbox"/> MEDICAL <input type="checkbox"/> AUTO TRANS ONLY <input type="checkbox"/> DAYLIGHT ONLY		EXAMINER SIGNATURE		DATE	

This edition replaces AE Form 190-1T dtd Dec 90 which is obsolete.

AE FORM 190-1T
MAY 92



417TH BSB SHUTTLE BUS SCHEDULE (EFFECTIVE: 1 DECEMBER 2003)



MONDAY THRU FRIDAY
EXCEPT
U.S. & GERMAN FEDERAL HOLIDAYS

SATURDAY
U.S. & GERMAN FEDERAL HOLIDAYS

ROUTE# 1 WUERZBURG (W-BURG) TO KITZINGEN (KITZ)

W-BURG, LEIGHTON BKS # 56	DEPARTURE	0628	0828	1028	1328	1528	1728		0903	1403
W-BURG LEIGHTON MAIN PARKING- LOT		0630	0830	1030	1330	1530	1730		0905	1405
KITZ, MARSHALL HEIGHTS # 318		0655	0855	1055	1355	1555	1755		0930	1430
KITZ, LARSON BKS # 59		0705	0905	1105	1405	1605	1805			
KITZI, LARSON BKS # 23		0708	0908	1108	1408	1608	1808		0940	1440
KITZI, HARVEY BKS MAIN GATE		0723	0923	1123	1423	1623	1823		0953	1453
KITZI, HARVEY BKS 701*	ARRIVAL	0725	0925	1125	1425	1625	1825		0955	1455

KITZINGEN (KITZ) TO WUERZBURG (W-BURG)

KITZ, HARVEY BKS 701 ST MOTOR POOL	DEPARTURE	0728	0928	1128	1428	1629	1828		1000	1500
KITZ, HARVEY BKS # 186 (COMMISARY)		0732	0932	1132	1432	1632	1832		1002	1502
KITZI, HARVEY BKS MAIN GATE		0735	0935	1135	1435	1635	1835		1005	1505
KITZI, LARSON BKS # 59		0747	0947	1147	1447	1647	1847			
KITZI, LARSON BKS # 23		0750	0950	1150	1450	1650	1850		1015	1515
KITZI MARSHALL HEIGHTS # 318		0800	1000	1200	1500	1700	1900		1025	1525
W-BURG, LEIGHTON BKS # 56		0815	1015	1215	1515	1715	1915		1040	1540
W-BURG LEIGHTON MAIN PARKING-LOT	ARRIVAL	0817	1017	1217	1517	1717	1917		1042	1542

ROUTE# 2 WUERZBURG (W-BURG) TO GIEBELSTADT

W-BURG, LEIGHTON BKS # 56		0610	0828	1028	1328	1528	1728		1058	1558
W-BURG LEIGHTON MAIN PARKING-LOT		0612	0830	1030	1330	1530	1730		1100	1600
W-BURG, US-HOSPITAL MAIN ENTRANCE		0617	0835	1035	1335	1535	1735			
W-BURG HEUCHELHOF MADRIDER RING		0632	0853	1053	1353	1553	1753		1123	1623
GIEBELSTADT AM HERRSCHAFTSACKER		0647	0910	1110	1410	1610	1810		1140	1640
GIEBELSTADT AAF # 544		0652	0915	1115	1415	1615	1815		1145	1645
GIEBELSTADT AAF #615		0658	0920	1120	1420	1620	1820		1150	1650
GIEBELSTADT AAF HEALTH CLINIK	ARRIVAL	0703	0925	1125	1425	1625	1825			

GIEBELSTADT TO WUERZBURG (W-BURG)

GIEBELSTADT AAF HEALTH CLINIK DEPARTURE		0705	0925	1125	1425	1630	1830			
GIEBELSTADT AM HERRSCHAFTSACKER		0715	0935	1135	1435	1635	1835		1155	1655
W-BURG HEUCHELHOF MADRIDER RING		0730	0953	1153	1453	1653	1853		1213	1713
W-BURG, US-HOSPITAL MAIN ENTRANCE		0745	1010	1210	1510	1710	1910			
W-BURG LEIGHTON BKS # 56		0750	1015	1215	1515	1715	1915		1235	1735
W-BURG, LEIGHTON MAIN BUS STOP		0755	1017	1217	1517	1717	1917		1237	1737

ROUTE# 3 WUERZBURG (W-BURG) - HOSPITAL SHUTTLE

(MORNING)

W-BURG LEIGHTON MAIN PARKING LOT DEPARTURE	0630	0715	0830	0845	0915	1030	1045	1115	1130
WUERZBURG, HOSPITAL MAIN ENTRANCE	0640	0720	0840	0850	0920	1040	1055	1125	1140

(AFTERNOON)

W-BURG LEIGHTON MAIN PARKING LOT DEPARTURE	1310	1330	1530	1615	1700	1730
WUERZBURG HOSPITAL MAIN ENTRANCE	1315	1340	1540	1620	1710	1740

**ROUTE# 4 ITC SHUTTLE BUS SCHEDULE
MONDAY THRU FRIDAY, EXCEPT U.S. FEDERAL HOLIDAY**

WUERZBURG - GIEBELSTADT - KITZINGEN

WUERZBURG, MAIN PARKING LOT (COMMISSARY)	0615
GIEBELSTADT, HERRSCHAFTSACKER	0650
GIEBELSTADT AAF# 554	0700
GIEBELSTADT AAF# 615	0705
KITZINGEN HARVEY-COMMISSARY	0730
KITZINGEN LARRSON BKS \$ 486 (MESSHALL)	0745

KITZINGEN - GIEBELSTADT - WUERZBURG

KITZINGEN LARSON BRKS# 486 (DINING FACILITY)	1635
KITZINGEN HARVEY-COMMISSARY	1650
GIEBELSTADT AAF# 615	1715
GIEBELSTADT AAF# 554	1720
GIEBELSTADT, HERRSCHAFTSACKER	1725
WUERZBURG, MAIN PARKING LOT (COMMISSARY)	1755

Shuttle Bus Service is provided to Service members & DOD Civilians for Official duty between Installations. When space is available, transportation may be provided to Family members of active duty personnel, Civilians & Retirees. In-Processing Center (ITC) customers have seating priority

NOTE

Delays may occur with Shuttle Bus Service due to Traffic & Weather conditions, and depending on the current Force Protection Posture

TMP May be reached at DSN: 350-1800 or 7322 CIV: 0931-889-XXXX

Schweinfurt Shuttle Bus Services

Medical appointments, POV Pick-Up & Deliveries have priority to the Vehicle Processing Center Schweinfurt. Than Service members & DOD Civilians on official duty. It departs the U.S. Hospital at 08:55 hrs, and arrives at 10:00 hrs. The Bus departs Schweinfurt at 13:00 hrs and arrives at the U.S. Hospital at 14:20 hrs.

REFERENCE REGULATIONS AND POLICIES

AR 58-1	Management, Acquisition, and Use of Administrative Use Motor Vehicles
USAREUR Regulation 58-1	Management, Acquisition, and Use of Nontactical Vehicles
DOD 4500.36-R	Management, Acquisition, and Use of Motor Vehicles
TM 38-600	Management of Administrative Use Motor Vehicles
AR 385-10	The Army Safety Program
USAREUR Regulation 385-55	Prevention of Motor Vehicle Accidents
AR 600-55	Motor Vehicle Driver and Equipment Operator Selection, Training, Testing and Licensing
USAREUR Supplement 1 to AR 600-55	Motor Vehicle Driver and Equipment Operator Selection, Training, Testing, and Licensing
98th ASG	IFMS/NTV External Operating Procedures